

2023-2024

Girls Soccer

**IHSA Manual for
Schools & Managers**





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School Information

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2023-24 Girls Soccer Series

Terms and Conditions

In accordance with Section 1.450 of the Constitution, the Terms and Conditions governing the 2023-24 IHSA Girls Soccer Tournament Series have been approved by the Board of Directors.

played at designated sites on Tuesday or Wednesday, May 14 or 15, and the Regional Finals will be held on Friday or Saturday, May 17 or 18. Regional dates and times shall be determined by the host school.

I. SCHOOL CLASSIFICATION

Classifications in the IHSA Girls Soccer State Series will be determined according to IHSA Policy 17 (Classification System).

F. Eight Class 2A and eight Class 3A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Sectional Tournament. Sectional Semifinal games will be played at designated sites on Tuesday or Wednesday, May 21 or 22, and the Sectional Finals will be played on Friday or Saturday, May 24 or 25. Sectional dates and times shall be determined by the host school.

II. DATES AND SITES

CLASS 1A

A. Thirty-two Class 1A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Regional Tournament. Regional Quarterfinal games shall be played at the higher-seeded team unless the two competing schools mutually agree to change sites. Regional Quarterfinal games shall be scheduled on **Tuesday or Wednesday**, May 7 or 8. Regional Semifinal games will be played at designated sites on **Friday or Saturday**, May 10 or 11, and the Regional Finals will be held on **Tuesday or Wednesday**, May 14 or 15. All Regional dates and times shall be determined by the host school.

G. Four Class 2A and four Class 3A sites shall be selected by the IHSA Office to host the Super-Sectional games. Super-Sectional games will be played on Tuesday, May 28. Super-Sectional start times shall be determined by the host school.

B. Eight Class 1A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Sectional Tournament. Sectional Semifinal games will be played at designated sites on **Friday or Saturday**, May 17 or 18, and the Sectional Finals will be played on **Tuesday or Wednesday**, May 21 or 22. Sectional dates and times shall be determined by the host school

H. The Class 2A and Class 3A Semifinal and Final games of the State Final will be played on May 31-June 1 at North Central College in Naperville.

C. Four Class 1A sites shall be selected by the IHSA Office to host the Super-Sectional game. The Super-Sectional game will be played on **Saturday**, May 25. Super-Sectional start times shall be determined by the host school.

III. ONLINE ENTRIES, WITHDRAWL PROCEDURES, ELIGIBILITY, AFFIRMATIVE ACTION

The policy for Original Entry Deadlines, Late Entries, and Late Withdrawals shall be the policies and procedures regarding entry for all IHSA-sponsored sport/activities included in the 2023-24 Entry Policies and Procedures.

D. The Class 1A Semifinal and Final games of the State Final will be played on **May 30-June 1** at North Central College in Naperville.

CLASS 2A & 3A

E. Thirty-two Class 2A and thirty-two Class 3A sites shall be selected by the IHSA Office to host the Semifinal and Final games for each Regional Tournament. Regional Quarterfinal games shall be played at the higher-seeded team unless the two competing schools mutually agree to change sites. Regional Quarterfinal games shall be scheduled on Friday or Saturday, May 10 or 11. Regional Semifinal games will be

A. Online Entries

All member schools must enter their school into the state series competition through the IHSA Schools Center on the IHSA Website at www.ihsa.org. The deadline for entry is **February 1, 2024**. The 2023-24 Entry Policy and Procedures outlining the online entry procedures for all IHSA-sponsored tournaments can be found in the IHSA Schools Center.

B. Late Entries

Any attempt to enter a sport or activity online after the established deadlines will be denied. Schools that wish to enter after the deadline will be considered late. To be considered for late entry, the Official Representative/Athletic Director must contact the IHSA Administrator in charge of that sport or activity. The penalty for late entry shall be a payment of \$100.00 by the school for that sport/activity.



C. Breach of Contract By-law 6.041 (Withdrawal Procedure)

To withdraw without penalty, the Principal or Athletic Director must notify the IHSA Office, in writing, of the school's withdrawal from the respective sport prior to the seed meeting.

If a school withdraws after the seed meeting date, but before the first competition, the school will be charged a \$100 penalty and, if applicable, the cost of game officials and the host school guarantee provided for in the Terms & Conditions.

If a school does not officially withdraw prior to the first competition and/or does not show up for competition, the school will be charged a \$100 penalty, the cost of game officials, transportation costs, and the host school guarantee according to the Terms & Conditions for the respective sport.

D. Eligibility

All member schools in good standing may enter one team under the provisions of IHSA By-law 3.054. (By-law 4.071 for activities)

E. Affirmative Action

Only girls shall be permitted to participate in the state series except as provided in the IHSA Affirmative Action Policy.

IV. HOST FINANCIAL ARRANGEMENTS

A. At Member School Sites:

1) Class 1A, 2A & 3A Regional Quarterfinal Games:

The Quarterfinal games of the Regional tournament are financially independent. The host school shall pay all local expenses. If admission is charged, the host school will receive 100% of the gate receipts. Officials will be secured online by the host school and be paid directly by the IHSA through ArbiterPay.

2) Class 1A, 2A & 3A Regional Semifinal and Final Games:

The host school shall pay for all local expenses. Each host shall receive a flat fee of \$450.00 for hosting the semifinal and final games of Regionals. The host shall receive 20% of the net income and submit remainder to the IHSA. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbiterPay.

3) Class 1A, 2A & 3A Sectional Semifinal and Final Games:

The host school shall pay for all local expenses. Each host shall receive a flat fee of \$475.00 for hosting the Sectional games. The host shall receive 20% of the net income. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbiterPay.

4) Class 1A, 2A & 3A Super-Sectional Games:

The host school shall pay for all local expenses. Each host shall receive a guarantee of \$250.00. The host shall receive 20% of the net income. If admission is not charged, the host school shall forfeit the guarantee. Officials will be paid by the IHSA through ArbiterPay.

B. Sites Other Than Member Schools:

When Sectional and Super-Sectional tournaments are held at sites other than IHSA member schools, the IHSA administrator in charge will determine the financial

arrangements with the host using current financial arrangements as guidelines.

C. Digital Tickets:

Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional, Super-Sectional, and State Final levels of the State Series. The IHSA Office must approve any exceptions.

D. Admission Prices:

The following State Series ticket prices have been set by the IHSA Board of Directors. A baby in arms is free at all rounds of the State Series. Pricing for all other individuals is as follows:

REGIONAL

Quarterfinals: \$5.00 per game

Semifinal and Finals: \$5.00 per day

*If host site uses GoFan→ Digital Ticket: \$5.00 per day
Cash Ticket = \$6.00 per day

SECTIONAL

Digital Ticket: \$7.00 per day Cash Ticket: \$8.00 per day

SUPER-SECTIONAL

Digital Ticket: \$8.00 per day Cash Ticket: \$9.00 per day

STATE FINAL

Sessions 1-4 Digital Ticket: \$9.00 per session
Cash Ticket: \$10.00 per session

Session 5 Digital Ticket: \$12.00
Cash Ticket: \$13.00

E. State Final Team Reimbursements:

1) In the State Final Tournament, the teams participating in the tournament shall be allowed transportation expenses at the rate of \$2.00 per mile per team for one round trip to and from the site where the tournament will be played. In addition, each team that participates in the State Final Tournament shall receive a flat expense allowance under the following formula, based on the school's distance from the State Final site:

Round Trip

Mileage to State Final Site	Flat Rate Reimbursement
0-150 miles	\$500.00
151-300 miles	\$1,000.00
301-over miles	\$1,500.00

2) Neither the State Association nor the tournament management will assume responsibility for unusual or extraordinary expenses. Individual schools entering the tournament series must be ready themselves to assume responsibility for unusual expenses due to accident, inclement weather, fire, theft, or any other extraordinary cause.

F. Media Coverage & Rights Fees for Broadcasting Coverage

1) State Series hosts should work to accommodate media members with space to cover State Series events whenever possible.



2) For State Series events, the IHSA Press Box Policy should be used as a guide for determining media press box access should space become an issue.

Broadcasting

1) Radio or audio-only internet broadcasts are not subject to a broadcast rights fee at the Regional, Sectional, or Super-Sectional levels. A \$100 fee exists at the State Final round, pending approval by the IHSA after completion of the IHSA’s broadcast application form.

2) If a State Series contest/event is broadcast on the NFHS Network, then there are no rights fee due and no other video streaming/TV broadcasts will be allowed, pending special permission from the IHSA.

3) If a State Series contest/event is not broadcast on the NFHS Network, then the broadcast rights may be purchased to broadcast via video streaming/TV pending approval by the IHSA after completion of the IHSA’s broadcast application form.

* Broadcast application forms can be accessed by Googling “IHSA Broadcast Applications” or directly at IHSA.org/News-Media/News-Media-Center/Broadcast-Applications

V. TOURNAMENT ASSIGNMENTS AND SEEDING

A. Class 1A Assignments for Schools: All Class 1A state series shall begin with Sub-Sectionals. A Sub-Sectional is a grouping of two geographic regionals.

Note: In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same Regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

Class 2A and 3A Assignments for Schools: All state series shall begin with Sectional Complexes. In Sectional groupings where excessive travel is a factor, geographic Sub-Sectionals may be used at the discretion of the IHSA Administrator.

Note 1: In grouping and seeding a Sectional Complex, true seeds shall be used to populate the brackets except in cases where a conflict arises with pre-determined Regional hosts. (For example, if the #1 and #8 seeds are both regional hosts, they cannot be assigned to the same Regional and an adjustment must be made.)

Note 2: In grouping and seeding a Sub-Sectional, only the top four seeds shall be separated. Seeds #1 and #4 shall be assigned to the same Regional unless there is a hosting conflict, in which case seeds #1 and #3 shall be assigned to the same Regional. The remaining schools shall be assigned to the Regionals based on geographic proximity and paired according to their seeds.

B. Tournament Series: The successive tournament series shall be designated respectively as Regional, Sectional, Super-Sectional and State Final. The IHSA Office will select all Regional, Sectional and Super-Sectional host sites. All schools entered in the state series will be assigned to a Sub-Sectional or Sectional Complex based on geography.

C. Season Summary Form: Schools entered in the Class 1A, 2A and 3A state series will be required to submit a *Season Summary Form* online in the IHSA Schools Center. Contest results shall be entered onto the MaxPreps website. The

deadline to enter your scores and complete the Season Summary is **10:00 a.m.** on Wed., April 24 **for all classes.**

D. Seeding: Seeding for Class 1A, 2A, and 3A will be conducted online through the IHSA Schools Center. Each school shall have one (1) vote in the seeding process. A school shall not vote for their own team. The link to seed the teams is located in the IHSA Schools Center and **will be activated at 11:00 a.m. on Wednesday, April 24. The deadline to seed teams is 12:00 noon on Thursday, April 25.** Seeding will only occur at the Regional tournament level. The Sectional, Super-Sectional and the State Final shall not be seeded.

E. Sectional Pairings for a Sub-Sectional: In pairing the Sectional semifinal round containing Sub-Sectionals, the Regional winner from Sub-Sectional A containing the #1 seed shall be paired with the Regional winner of Sub-Sectional B containing the #2 seed, and vice versa, except for the southernmost Sectional in Class 3A, where the two Regionals in each Sub-Sectional shall be paired with each other.

F. Sectional Pairings for Sectional Complexes: The tournament bracket for those Sectionals involving teams from Sectional Complexes will be based on the luck of the draw

G. Announcement of Pairings: The **Class 1A, 2A, and 3A pairings** will be made by the IHSA and posted on the IHSA web site on **Friday, April 26.**

VI. TOURNAMENT STRUCTURE AND TIME SCHEDULES

A. Names:

The successive series shall be designated respectively, Regional, Sectional, Super-Sectional and State Final.

B. Time Schedules:

Prior to each game, the teams will walk out using the World Cup Formation. After the Officials meeting, the teams will walk to midfield, shake hands with their opponents, and wish each other good luck before flaring out to their team benches.

1) Single-Game Session Time Schedule (For example, if the game begins at 6:00 pm):

5:30-Warm-up clock will start for 20-minute warm-up.

5:50-When the warm-up clock strikes 0:00 teams return to benches.

5:51-In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

6:00-Game begins.

2) Two-Game Session Time Schedule (For example, if the first game begins at 4:00 pm):

3:30-Warm-up clock will start for 20-minute warm-up.

3:50-When the warm-up clock strikes 0:00 teams return to benches.

3:51- In order: begin Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

4:00-Game begins.

5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.



State Final Tournament-2024

Thursday, May 30

Session 1

- Game 1 5:30 p.m. – Class 1A Semifinals
- Game 2 7:00 p.m. – Class 1A Semifinals

Friday, May 31

Session 2

- Game 3 11:30 a.m. -- Loser Game 1 vs. Loser Game 2 (1A Third Place)
- Game 4 1:30 p.m. -- Class 2A Semifinals
- Game 5 3:00 p.m. -- Class 2A Semifinals

Session 3

- Game 6 6:00 p.m. -- Class 3A Semifinals
- Game 7 7:30 p.m. -- Class 3A Semifinals

Saturday, June 1

Session 4

- Game 8 10:00 a.m. -- Loser Game 4 vs. Loser Game 5 (2A Third Place)
- Game 9 11:45 a.m. -- Loser Game 6 vs. Loser Game 7 (3A Third Place)

Session 5

- Game 10 2:30 p.m. -- Winner Game 1 vs. Winner Game 2 (1A Championship)
- Game 11 4:30 p.m. -- Winner Game 4 vs. Winner Game 5 (2A Championship)
- Game 12 6:30 p.m. -- Winner Game 6 vs. Winner Game 7 (3A Championship)

C. Starting Times:

Non-Lighted field - weekday games: Begin the first contest no earlier than 4:00 p.m. and no later than 4:30 p.m. Host manager determines if two games will be played on the same day or if one game each will be played on two days.

Lighted field - weekday games: Begin the first contest no earlier than 4:00 p.m. and the second contest no later than 7:00 p.m.

Saturday games: Begin the first contest no earlier than 10:00 a.m., and the last contest no later than 7:00 p.m.

For Regional Quarterfinal games, the host school shall determine the game schedule **and communicate the start time to the opponent. The game time and assigned officials must be entered into their IHSA Schools Center by 4:00 p.m. on Friday, May 3.**

Super-Sectional games: Begin no earlier than 4:00 p.m. and no later than 7:00 p.m.

Super-Sectional tournaments shall advance to the State Final tournament.

VIII. TOURNAMENT RULES

A. Rules of Play:

The National Federation Soccer Rules are adopted as the official rules of play for the 2023-24 series of tournaments with the following provisions:

- 1) Each game in the tournament series will be played in two 40-minute halves.
- 2) During the State Tournament, if there is a seven (7) goal differential at the start of the second half or any time after the start of the second half, the clock shall be reduced by half of the remaining time.
- 3) During the State Tournament, if there is a **nine (9) goal differential at the start of the second half or any time after the start of the second half, the game shall be terminated.**
- 4) During Regional Quarterfinals, Semifinals, and Finals, and during Sectional Semifinals and Finals, if the first half has ended, and if play cannot be continued due to conditions such as darkness, weather, etc., the game shall be terminated unless tied. If the game is tied and cannot be continued, the game shall be considered suspended and must be continued from the point of interruption at the next available playing time (except Sunday). Once the game has begun, the game officials are solely responsible for the decision.

5) If a Super-Sectional game is suspended due to conditions that make it impossible to play, the game will be rescheduled for the next day from point of suspension or if mutually agreed upon by both head coaches that the game may be considered final. If the game cannot be played or completed by the Thursday night prior to the State Semifinals, the team with the lead will be declared the winner. If the teams are tied and the game cannot be completed, then a coin toss shall determine which team will qualify for the State Finals.

6) During weekday state series contests (M-Th), if a game is delayed (inclement weather, power outage, etc.) the game must resume by 10 p.m. Games shall not start after 9 p.m. Local ordinances take precedence and will override the above.

7) No coach or other school official shall, during the progress of a game, be allowed on the field of play except by permission of the game officials.

8) The captain and the head coach shall be the official spokesmen and the sole representatives of their team in all communications with the officials.

B. Resolution of Tie Games:

Note: If the Class 1A, 2A & 3A State Final Third place game is tied at the end of regulation, the tie is broken by proceeding straight to penalty kicks following the procedure below.

The overtime used in the Illinois High School Association tournament series shall be as follows:
Play the regulation game and if a tie exists:

- 5-minute break between regulation and 1st overtime
- 10 minutes-1st overtime period
- 2 minutes-between overtime period 1 and overtime period 2
- 10 minutes-2nd overtime period; and if a tie exists:

VII. ADVANCEMENT OF WINNERS

A. Class 1A, 2A & 3A:

The winners of the thirty-two (32) Regional tournaments shall advance to eight (8) Sectional tournaments consisting of four teams each. The winners of the eight (8) Sectional tournaments shall advance to four (4) Super-Sectional games consisting of two teams each. The winners of the four (4)



a) A coin toss occurs before: the overtime and the first 5 kicks. The visiting captain shall call the toss.

b) Each coach shall select five (5) players from the team roster to take tie-breaker kicks. The team winning the coin toss shall have the choice of shooting first or second. The goalkeeper for each team shall be any eligible team member determined by the coach. The teams will then each take five (5) tie-breaker kicks, alternating kickers. The team scoring on the greater number of these five (5) kicks shall be the winner.

c) If the score is still tied, a series of sudden victory tie-breaker kicks shall be taken. Each team shall designate five (5) different players to kick. Players shall kick alternately. If the first kicker from Team A scores and the first kicker from Team B does not score, the game is ended, and Team A is the winner. If both first kickers score, the second kickers from each team take tie-breaker kicks and, if one scores but the other does not, the game is ended, and the team of the scoring kicker is the winner. This process shall be repeated through as many as five (5) kickers for each team until there is a winner.

d) If the score is still tied, each team shall designate five (5) different players who did not kick under "c" above to take sudden victory tie-breaker kicks. Then the process of "c" is repeated. If the score is still tied, after these five (5) kickers from each team have taken their kicks, the process of "c" shall be repeated, with any eligible player from the roster permitted to kick. **Note:** In any sequence of either the regular or sudden victory tiebreaker kicks no player may kick more than once in each ten (10) kick series. However, a player may kick in each ten-kick series so, for example, a player may kick three times in a tie-breaker series which is not resolved until the twenty-fourth (24th) tie-breaker kick.

e) Kicking Procedure for tie-breaker kicks in the tie-breaking system: Kicks taken for tie-breaking purposes will be taken according to the following procedure:

(1) The kicker and goalkeeper will take their positions in preparation for the kick without delay.

(2) When ready, the referee will sound a whistle.

(3) The goalkeeper shall stand with at least one foot on or in line with the goal line, and can move laterally or forward, but not permitted to come off the line with both feet until the ball is in play.

(4) Once the kicker starts his approach toward the ball, he may not interrupt his movement. The kicker will be permitted only one touch on the ball in taking the kick.

C. Tournament Officials

1) **Officials for the Class 1A, 2A & 3A Regional Quarterfinal games must be assigned by the host school through their IHSA Schools Center.** All other tournament officials will be assigned through the IHSA Office.

Note: Official Information will be posted on the Schools Center no later than the Monday of the 1st round games.

2) In all tournaments, the decisions of the officials shall be final. The Board of Directors will not review decisions of officials, whether alleged errors are due to faulty judgment or misinterpretation of the rules.

D. Team Roster:

The coach of each competing school must indicate the names of up to twenty-five (25) players who will constitute the tournament squad prior to each game the team plays in the tournament series.

E. Substitution:

Schools may substitute persons on their team rosters for any reason and at any time between games throughout the state series provided all substitutes meet IHSA eligibility requirements.

F. Players in Team Uniform:

In each of the tournaments, a team shall have in uniform a maximum of twenty-five (25) players. The twenty-five (25) players shall be the ones designated in D above. A total of thirty (30) persons from a school may be on the field and/or team bench.

G. Players Uniforms:

1) All players shall wear regulation soccer uniforms. School approved uniforms must be worn during warm-ups and competition. Tournament management reserves the right to determine appropriateness of all warm-ups and uniforms.

2) The team listed on the top line of a single game-playing bracket, shall wear dark jerseys and dark socks, and will be considered the home team. The team listed on the bottom line shall wear solid white jerseys and solid white socks and will be considered the visiting team.

H. Balls:

Balls for all levels of the State Tournament Series are being provided by Wilson Sporting Goods Company and only Wilson balls may be used. The IHSA will provide three (3) Wilson game balls for each Regional, Sectional and Super-Sectional site designated by the IHSA office and seven (7) Wilson game balls for the State Final Tournament.

I. Unsportsmanlike Conduct:

1) Managers and officials have instructions to disqualify any player or coach guilty of profane or indecent language or gestures, or gross unsportsmanlike conduct, and shall be punishable under the provisions of By-laws 3.151, 6.011 and 6.012.

2) IHSA By-Law 2.040 gives the Board of Directors complete authority to penalize a school or individual(s) for any unsportsmanlike conduct on the part of the principal, coach, players or any member of the faculty or Board of Education, or any other official representative of any participating school.

3) All cautions received during regular season or tournament competition are tracked by the member schools. Once a coach or player has accumulated five yellow cards, they are suspended for the next game. If the coach or player accumulates three additional yellow cards, they are suspended for the next two games; three more, they are suspended three games. These are minimum penalties. All yellow cards must be reported by the official to the IHSA and the member school, as currently practiced with all ejection reports.

At the start of the IHSA tournament series, a coach and/or player will start with a clean slate if they have accumulated four or fewer yellow cards during the regular season. During the tournament series, once a coach or player accumulates five yellow cards, they are suspended for the next game; three more yellows, suspended for two games. If a coach or player enters the tournament series having accumulated five or more yellow cards during the season, their yellow card count continues.

4) All straight red cards received by a player and/or coach are to be tracked by the school and the IHSA. Recipients of the straight red card will have the following consequences: 1st straight red = 1 game suspension (current practice)



2nd straight red card = 2-game suspension for recipient
3rd straight red card = 3-game suspension for recipient etc.

*The straight red card(s) count accumulated during the regular season will continue through the state series.

J. Practice:

In Regional, Sectional, Super-Sectional and State Final tournaments the host school shall not make its field available to visiting teams for practice sessions

IX. TOURNAMENT POLICIES

A. AED: Host schools must have an AED available and on site at all IHSA post season contests.

B. Presale Tickets: The IHSA will offer digital tickets (tickets redeemed on a smartphone) at Sectional, Super-Sectional, and State Final events via GoFan. Digital tickets can be purchased and downloaded to an iPhone using the GoFan app or at gofan.co/IHSA with an Android or PC. Regional contests may use GoFan Ticketing or cash tickets. Search the GoFan app or website for availability.

C. All-Star Teams:

Officers of the tournament, game officials, nor anyone serving under the supervision of the IHSA may not participate in any way in the selection of an all-star tournament team.

D. State Final Passes:

For the State Final Tournament games, each Class 1A, Class 2A and 3A Super-Sectional winner will receive:

- 1) Up to thirty (30) passes for its players and other team personnel
- 2) Up to two (2) passes for properly licensed medical personnel. These individuals must be listed on the school's Team Data Form.
- 3) Three (3) administrative passes will be provided for the Superintendent, Principal and Athletic Director. These passes allow bearer access to the stadium.

E. Bands:

Bands from participating schools may be permitted to play during games in the tournament series provided they maintain an atmosphere of sportsmanlike conduct. Halftime and pre-game performances by bands on the playing field shall be permitted provided:

- 1) The host school determines that field conditions will not negatively be affected by marching of the band.
- 2) The halftime interval is extended by mutual agreement of the opposing coaches (Rule 7-2-1) to permit a maximum 6-minute performances by each school's band. Band members playing during a tournament series game shall be admitted to that game at no charge.

F. Artificial Noisemakers:

All artificial and mechanical noise-making devices shall be excluded from all State Series events. Cheerleaders may use megaphones during the postseason at any site.

G. Signs and Banners:

The display of signs, banners, placards, or comparable items at IHSA state series events is permitted, provided:

- 1) They are in good taste and reflect good sportsmanship in their message and use

- 2) They reflect identification and encouragement to participants and their school/community
- 3) They are not displayed on the field of play or in a manner which interferes with play
- 4) They do not obstruct the view of participants or spectators
- 5) They are not safety hazards.

H. Cheerleaders and Mascots:

The number of cheerleaders permitted to cheer for the State Finals shall be the same number that has cheered since the first game of the state series.

I. Damage to Property or Equipment:

If contestants or people from any school entered in a state series are found guilty of carelessness or maliciously breaking, damaging, or destroying property or equipment belonging to the host school, such school shall be held responsible for costs incurred in replacing or repairing such property or equipment.

J. Videotaping by Competing Schools or Spectators:

Videotaping will be allowed provided the local manager has a comparable area for both competing schools to videotape. When one school requests the video space, then the local manager shall provide similar space to both competing schools. Non-competing schools and spectators will be allowed to videotape games in the stands, provided they do not obstruct the view of participants and spectators.

K. Tobacco/Liquid Nicotine Products:

The use of tobacco or liquid nicotine products in any competition area, either during a practice or while a contest is in progress, or affiliated property of any IHSA state series contest by any coach, player, any other person connected with a team, or fan shall be prohibited. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, tobacco/liquid nicotine free zones on the date or dates of any IHSA event being held at the site.

L. Use of Inhalers:

A student with asthma may possess and use his/her medication during an IHSA competition, while under the supervision of school personnel, provided the school meets the outlined procedures of self-administration in the Illinois school code.

M. Alcoholic Beverages and IHSA State Series:

The possession, distribution, sale and/or consumption of alcoholic beverages are prohibited at the site and on any affiliated property of any IHSA state series contest. State series hosts are required to make all state series contest sites and any affiliated property, including parking lots, fan accommodation areas, and other school or event venue property, alcohol free zones on the date or dates of any IHSA event being held at the site. Violation of this policy by an event host will subject the host to a penalty for violation of IHSA Administrative Policy 21. Such penalty may include but not necessarily be limited to prohibition against subsequent event hosting assignments. Violation of this policy by a non-hosting member school will subject the school to penalty for violation of IHSA Administrative Policy 21. Patrons of any IHSA state series contest determined to be in violation of this policy will be removed from the premise, and law enforcement officials will



be called as warranted. No ticket refunds will be granted in such cases.

N. Prayer at IHSA State Series Contests:

Prayer at an IHSA state series contest that takes place over the public address system is prohibited.

O. Security:

Postseason hosts must provide dedicated personnel to be onsite during the game, and to be available to escort officials to their vehicles or locker room after the contest has concluded.

X. AWARDS

A. Regional: A plaque will be awarded to the winner in each Regional

B. Sectional: A plaque will be awarded to the winner in each Sectional

C. Super-Sectional: A plaque will be awarded to the winner in each Super-Sectional

D. State Final: A trophy will be awarded to teams finishing first, second, third and fourth places in the State Final Tournament. A total of up to thirty (30) individual medallions will be presented to the first, second, third and fourth placing teams at the State Final Tournament. In addition, the Superintendent, Principal, Athletic Director, and Athletic Trainer will be presented with a medallion.

XI. OFFICIALS

A. Appointment and Fees:

1) **Regional Quarterfinal:** Two (2) or Three (3) officials must be secured by the host manager for the Regional Quarterfinal game. Officials will be paid the \$65.00 fee by the IHSA through ArbiterPay.

2) **Regional Tournaments:** Three (3) officials will be appointed by the IHSA Office for each Regional Semifinal and Final game. Each official shall receive a fee of \$65.00 per game. Officials will be paid by the IHSA through ArbiterPay.

3) **Sectional Tournaments:** Three (3) officials will be appointed by the IHSA Office for each Sectional Semifinal and Final game. Each official shall receive a fee of \$81.00 per game. Officials will be paid by the IHSA through ArbiterPay.

4) **Super-Sectional** games: Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game. Each official shall receive a fee of \$110.00 per game. Officials will be paid by the IHSA through ArbiterPay.

5) **State Final Tournament:** **Fourteen officials** will be appointed by the IHSA Office for the State Final games. Officials will be paid \$144.50 per game worked plus up to three nights lodging at a hotel designated by the IHSA Administrator. **Two Head officials** will be appointed by the IHSA Office for the State Final games. The Head Officials will be paid **a flat fee of \$250.00 each**, plus up to three nights lodging at a hotel designated by the IHSA Administrator. **Two 4th officials** will be appointed by the IHSA Office for the State Final games. The 4th Officials will be paid \$50.00 per game plus up to three nights lodging at a hotel designated by the IHSA Administrator. All State Final Officials will be paid by the IHSA through ArbiterPay.

B. Mileage Reimbursement Policy:

In the state series, to assist officials for out-of-pocket expenses, a voucher system will be used to compensate officials when they drive in excess of 70 miles round trip per contest. Payment will be made through the IHSA Office, after completion of the tournament series, at a rate of thirty cents (\$.30) per mile for all mileage in excess of 70 miles round trip. No compensation will be permitted for trips of less than 70 miles round trip.



SCHOOL SOCCER INFORMATION

1. ENTRIES

All schools who have entered Girls Soccer online by February 1, 2024, may participate in this year’s IHSAA Girls Soccer State Series tournament. Schools entered in the State Series are responsible to adhere to all Terms and Conditions, IHSAA By-laws, and Policies.

2. TOP 15 OFFICIALS

All member schools with soccer programs need to submit their Top 15 list online in the Schools Center by April 1, 2024. The IHSAA office will begin posting assignments for the State series in the IHSAA Schools Center by May, 2024.

3. IMPORTANT DOCUMENTS

Coaches and Athletic Directors at all schools should read the 2023-24 Terms & Conditions for the Girls Soccer Tournament Series, the State Adoptions, and be familiar with the Tiebreaker and Suspended Game procedures.

4. WILSON SOCCER BALL

Balls for all levels of the State Tournament Series are being provided by Wilson Sporting Good Company, **Model # Vivido WS10009**. You are not required to use this ball during regular season contests, but the ball you choose must include the NFHS Authenticating Mark.

5. INFORMATION FOR SCHOOLS AND STATE SERIES HOST SCHOOLS

- A. **All Regional Quarterfinal games are hosted by higher seed of the two teams.** The host school shall determine their game schedule and assign **two or three** licensed officials through the IHSAA Schools Center at least 5 days prior to the game date. The IHSAA will pay the officials through ArbiterPay.
- B. If the facility allows, place team benches on the opposite side from the fans for all games. If this is not possible, the team benches should be 10 feet in front of the fan benches. We recommend that an administrator from the school supervises the fan area at all times.
- C. Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)
 - 5:30-Warm-up clock will start for 20-minute warm-up. When the clock strikes 0:00 teams return to benches.
 - 5:51-In order: Officials conduct Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, followed by Team Introductions and National Anthem.
 - 6:00-Game begins.
Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)
 - 3:30-Warm-up clock will start for 20-minute warm-up. When the clock strikes 0:00 teams return to benches.
 - 3:51- In order: Officials conduct Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, followed by Team Introductions and National Anthem.
 - 4:00-Game begins.
 - 5:30-Warm-up clock begins for 2nd game, and host will follow same schedule, omitting National Anthem.
- D. Officials must meet with ball holders prior to the start of a state series game.
- E. During the State Tournament, if there is a **7-goal differential** at the start of the second half, or any time after the start of the second half, the clock shall be reduced by half of the remaining time.
If there is a **9-goal differential** at the start of or any time in the second half, the game shall be terminated.



IMPORTANT DEADLINES AND STATE SERIES DATES

2023-24

CLASS 1A

April 24 (Wed.)	Schools Must Complete and Submit the <i>Season Summary Form</i> Online in the IHSA Schools Center by 10:00 a.m. View and/or Print Season Summary Forms
April 25 (Thurs.)	Seeding form due. The link opens at 11:00 a.m. on April 24. Submit Seeds Online in IHSA Schools Center by 12:00 noon on April 25
April 25	Deadline to Submit Changes to Regional and Sectional Game Times
April 26 (Fri.)	Class 1A Pairings Released online at 4:00 p.m.
May 3	Regional QF Game Schedule Due to IHSA Office (if applicable)
May 7 or 8	Regional Quarterfinals (<i>held at top seeded team's site</i>)
May 10-11	Regional Semifinals
May 14 or 15	Regional Finals
May 17-18	Sectional Semifinals
May 21 or 22	Sectional Final
May 24 (Fri.)	<u>State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center by midnight.</u>
May 25	Super Sectional
May 27 (Mon)	<u>Up-to-Date Statistics Due in the School Center by 10:00 a.m.</u>
May 30	State Final (Semifinal Games)
May 31	State Final (3rd Place Game)
June 1	State Final (Championship Game)

CLASS 2A and 3A

April 24 (Wed.)	Schools Must Complete and Submit the <i>Season Summary Form</i> Online in the IHSA Schools Center by 10:00 a.m. View and/or Print Season Summary Forms
April 25 (Thurs.)	Seeding form due. The link opens at 11:00 a.m. on April 24. Submit Seeds Online in IHSA Schools Center by 12:00 noon on April 25
April 25	Deadline to Submit Changes to Regional and Sectional Game Times
April 26	Class 2A-3A Pairings Released online at 4:00 p.m.
May 6	Regional QF Game Schedule Due to IHSA Office (if applicable)
May 10 or 11	Regional Quarterfinals (<i>held at top seeded team's site</i>)
May 14-15	Regional Semifinals
May 17 or 18	Regional Finals
May 21-22	Sectional Semifinals
May 24 or 25	Sectional Finals
May 25 (Fri)	<u>State Qualifier Data Form Due Online and Program Pictures Uploaded into the School Center by midnight.</u>
May 28	Super Sectionals
May 29 (Wed)	<u>Up-to-Date Statistics Due in the School Center by 10:00 a.m.</u>
May 31	State Final (Semifinal Games)
June 1	State Final (3rd Place & Championship Games)

IMPORTANT

SEASON SUMMARY FORM INSTRUCTIONS/SEEDING INFORMATION

Schools entered into the IHSA State Series will be required to complete a **Season Summary Form and participate in the Team Seeding Process** through the IHSA Schools Center.

SEASON SUMMARY INSTRUCTIONS:

- Coaches will submit their contest results online using MaxPreps. (this can be done throughout the season)
- Coaches will log into their School Center to complete the Season Summary form.
- On the “Coaches” link, please indicate your head and assistant coaches.
- On the “Comments” link, please list your team’s W-L record, and submit any comments you would like to make regarding your season or their seeding placement. Click on SAVE.

SEEDING INSTRUCTIONS:

- The seed link opens at **11:00 a.m.** on April 24 (all classes)
- Log into your School Center, and access the “Seeding Form” in the Sport/Activity Tracker.
- Follow the instructions to seed your Sub-Sectional or Sectional Complex.
- A school will not vote for their own team.
- The seeding deadline is **12:00 noon** on April 25 (all classes)
- The seeding results will be posted online by 4:00 p.m. on April 25
- Contest pairings will be posted online at 4:00 p.m. on April 26 (all classes)

SEASON SUMMARY FORM DEADLINE

CLASS 1A/2A/3A

10:00 A.M. - WEDNESDAY, APRIL 24

ONLINE SEEDING DEADLINE

CLASS 1A/2A/3A

12:00 NOON - THURSDAY, APRIL 25

Online State Final Program Information

Head Coach and Athletic Director:

As your Girls Soccer team moves closer to qualifying for the State Final tournament, you will be required to complete the **State Qualifier Data Form** online. This form provides the IHSA with most of the information printed in the State Final souvenir program. You are required to provide this information once you have qualified for the Girls Soccer Super-Sectional tournament.

Please submit this information to us by the following deadlines:

May 24 (midnight) ---Class 1A

May 25 (midnight) ---Class 2A and 3A

The link to the State Qualifier Data form can be found in the IHSA Schools Center:

- Go to www.ihsa.org and click on the Schools Center link in the upper right corner
- Use your personal IHSA ID and password to log in
- On the main menu, click on Box T: "Sport & Activity Tracker"
- Locate Girls Soccer and follow the row across until you find a link labeled "State Qualifier Data Form" in the column marked "Online Forms".
- Click on the link and follow the instructions to fill out the required pages.
- All team and administrative **photos** must be uploaded through the School Center. The link can be found on the Main Menu, under "Quick Links." (highlighted in yellow) Instructions are on the following page.
- State Final programs will be sold digitally

****REMINDER****

If your team qualifies for the Girls Soccer State Final Tournament, you must complete the team Up-to-Date Statistics found on the Roster page of the State Data Form. This will be due by 10:00 a.m. Monday, May 27 for Class 1A, and 10:00 a.m. Wednesday, May 29 for Class 2A and 3A.

INSTRUCTIONS FOR SUBMITTING PHOTOS

Departments	
Looking for the ScoreZone link? It's in the "Quick Links" section at the bottom of this column.	
T Sport & Activity Tracker	L Staff Responsibilities & Logins
I School Information & Facility Maps	E Eligibility Requests & Rulings
V Voting & Town Meetings	R Reports—Special/SAWA Concussion & Yellow Card
H IHSA State Series Hosting & ScoreZone	
O Officials & Body Fat Testers	D Open Dates
PES Performance-Enhancing Substance Program	CON Concussion Risk Program
A Accommodations for Students with Disabilities	! All-Time Records
S Student Recognition	W Webinars
F Forms & Other Resources	
P Personal Information	

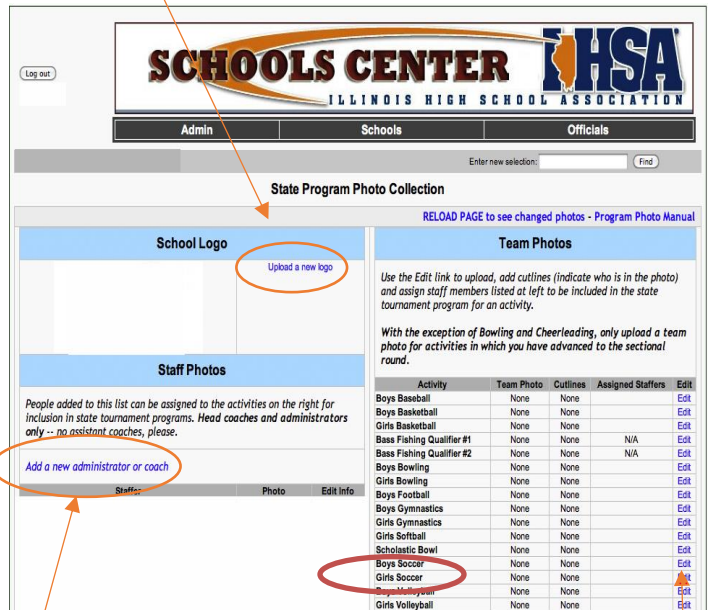
Quick Links
Write a promotion recommendation for an official
Upload state tournament program photos (old interface)
change password rate official submit Special Report
FAQ ScoreZone MaxPreps Where do I find...?

Sign into the **Schools Center**. Choose: Upload state tournament program photos on Main Menu.

If you have any questions, please email **LeAnna Mutchler** - lmutchler@ihsa.org or call 309-663-6377

Photos are due by midnight Saturday, May 25, 2024

1. Upload the School logo in .jpg format.



2. **Add administrators and coaches.** Choose: Add a new administrator or coach. Do this **before** adding team photos. Follow the step-by-step instructions, making sure that you **SAVE the photos and information**. Do not use all capital letters.
3. **Upload your team photo.** Choose The Edit button that corresponds with your sport.

- a. Following the instructions upload your team photo. **SAVE changes**.
- b. Assign staff members. Use the pull-down menus to assign staff members to be included in this program. **SAVE changes to staff assignments**.
- c. Add your cutlines. List individuals (first and last name) in each row. **Do not** use all capital letters. Do not include numbers, year in school, etc. Please use the following to designate supervisors in the photo: Head Coach John Smith, Asst. Coach Billy Bob, Mgr. Jane Doe. **Save changes to cutlines**.

4. Go to School Photos Menu and review for accuracy. If everything is correct, you can exit the Schools Center.

HOTEL INFORMATION

Following is a list of hotels in the Naperville area for teams and fans. If you would like more information concerning these hotels and/or any restaurants in the Naperville area, please contact the Naperville Convention and Visitors Bureau at 1-877-23NAPER, or log onto www.visitnaperville.com

BEST WESTERN NAPERVILLE INN

1617 Naperville Road
Naperville, IL 60563
Phone: 630-505-0200
Toll Free: 800-937-8376
<https://www.bwnaperville.com/>

FAIRFIELD INN & SUITES BY MARRIOTT

1847 W. Diehl Road
Naperville, IL 60563
Phone: 630-548-0966
Toll Free: 800-228-2800
www.fairfieldinn.com

CHICAGO MARRIOTT NAPERVILLE

1801 N. Naper Blvd.
Naperville, IL 60563
Phone: 630-505-4900
Toll free: 888-228-9290
www.marriott.com

COURTYARD BY MARRIOTT

1155 E Diehl Road
Naperville, IL 60563
Phone: 630-505-0550
Toll free: 800-321-2211
www.courtyard.com

EMBASSY SUITES

1823 Arbriter Ct.
Naperville, IL 60563
Phone: 630-499-5900
Toll Free: 800-362-2779
www.hilton.com/en/embassy/

EXEL INN

1585 Naperville-Wheaton
Road
Naperville, IL 60563
Phone: 630-357-0022
Toll Free: 800-367-3935
www.exelinns.com

HAMPTON INN

1087 E. Diehl Road
Naperville, IL 60563
Phone: 630-505-1400
Toll Free: 800-HAMPTON
www.hamptoninn.com

HOLIDAY INN EXPRESS

1837 Centre Point Circle
Naperville, IL 60563
Phone: 630-505-3353
Toll Free: 800-456-4000
www.ihg.com

HOTEL INDIGO

120 Water St.
Naperville, IL 60540
Phone: 331-472-4003
<https://www.ihg.com/hotelindigo/hotels/us/en/reservation>

TOWNPLACE SUITES

1843 Diehl Road
Naperville, IL 60563
Phone: 630-548-0881
Toll Free: 800-257-3000
www.marriott.com/hotels/travel/chint-towneplace-suites-chicago-naperville

2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- 1.) Please print and complete this form with Official Representative Signature.
- 2.) Please fax or email completed form to Cheryl Lowery @ 309-663-7479 (clowery@ihsa.org).
- 3.) From this form, an invoice will be generated and emailed back to the school email address supplied

This form is to be used only if the school is purchasing awards for one of the following reasons (check one):

<input type="checkbox"/> Team Roster Exceeds the number allowed in the T&C's <input type="checkbox"/> Dual Campus <input type="checkbox"/> Broken-Replacement	<input type="checkbox"/> Coop School <input type="checkbox"/> Lost-Replacement <input type="checkbox"/> State Awards: Music Sweepstakes
---	---

Sport or Activity: _____ Year: _____ Qty.: _____ Place: _____

Gender: Girls Boys Co-Ed

Classification:

1A 2A 3A 4A 5A 6A 7A 8A No Classification
 A AA MUSIC SWEEPSTAKES ONLY (Indicate Classification: AA, A, B, C, D)

Level of Competition: Regional Sectional Super-Sectional State

1-5 (\$6.00) 6-12 (\$9.00) 13-24 (\$12.00) 25-above (\$14.00)

Type of Award:

<input type="checkbox"/> Team Plaque <input type="checkbox"/> Team Trophy <input type="checkbox"/> Medal/Medallion <input type="checkbox"/> Sweepstakes Medallion	<input type="checkbox"/> Badminton Gold Shuttlecock and/or Riser <input type="checkbox"/> Laser Trophy Plate <input type="checkbox"/> Replacement Trophy Plate w/o lasering <input type="checkbox"/> Bat, Tennis, Golf Club Replacement
--	--

Ind. Event Medals (indicate Event name): _____
(ie: Pole Vault, Long Jump, Diving, 100-yd. Butterfly, Single, Doubles, 102lb., Speech: IE, etc.)

Ordered By (Print): _____

Job Title: Principal A.D. Off. Rep. Coach

School Name: _____

School Address: _____

City, Zip: _____

Phone Number: _____

Email Address: _____

Official Representative Name (Printed): _____

Official Representative Signature: _____



2023-2024 IHSA Replacement Pricing and Order Form For Additional State Series Awards

TOURNAMENT HOSTS: DO NOT USE THIS FORM. An order form for STATE SERIES TIES is provided in the Manual for Schools for each sport.

- ◆ Once this form is completed and returned to the IHSA, an invoice attached will be provided to the email provided.
- ◆ **Invoice must accompany payment!** The awards company refers to the invoice to process IHSA approved orders.
- ◆ Duplicate/Replacement Awards will only be shipped to the school.
- ◆ Duplicate Awards Orders must be approved by the School's Official Representative
- ◆ **Trophy Letters & Figurine Replacement:** Schools who need replacement letters or figurine(s) for older model trophies, please contact A & M Products direct at 815-875-2667.

Contact A&M direct for pricing and availability: 2008-2017 Figure and Plate Replacement Pricing:

- | | |
|---|---|
| ◆ Gold State Champion-top figure (#1) | ◆ Gold State 3rd/4th Place-top figure (#1) |
| ◆ Gold State Champion-side figure (#1) | ◆ State 3 rd /4 th Place Gold-side figure (#2) |
| ◆ Gold State Runner-up-top figure (#1) | ◆ Gold Girls Soccer-side figure 3 rd /4 th (#3) |
| ◆ Gold State Runner-up-side figure (#1) | ◆ Gold Music Lyre-side figure 3rd (#3) |

Pricing for Schools (*INCLUDING MUSIC SWEEPSTAKES*) Shipping not included:

Finish	<u>State Medallion</u>	<u>Reg./Sect Medal</u>
Goldtone (1 st)	\$4.50	\$3.75
Nickel Silver (2 nd)	\$4.50	\$3.75
Copper (3 rd & 4 th)	\$4.50	\$3.75

State Medallions and Reg./Sect. Medal Shipping Costs:

1-5 = \$6.00
6-12 = \$9.00
13-24 = \$12.00
25-above = \$14.00

Plaque/Trophy Pricing for Schools (Shipping included):

Regional Champion Plaque (AM-260)	\$85.00
Sectional and Super-Sectional Champion Plaque (AM-261)	\$110.00
Third/Fourth place trophy (AM-558)	\$210.00
Champion/Runner-Up (AM-557/AM-557-1)	\$220.00

Plate Replacement Pricing:

Lasering charge for State Final Trophy Plate	\$30.00, plus \$15.00 shipping
Replacement Black Plate for SF Trophy w/o lasering	\$12.00, plus \$15.00 shipping
Bat, Tennis, Golf Club Replacement for All Figurines	\$16.00, plus \$15.00 shipping



IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



Sport _____

School _____

Off. Rep./A.D. _____

Phone _____

Address _____

Method of Payment: **Check Number:** _____ **Purchase Order No. (if necessary):** _____

Email _____

City/Zip _____

Description	Gender (check one)			Place: Champion; Runner-up; Third; Fourth Place	Year Trophy Was Won	Class	Qty	Price per Item	Amount
	Girls	Boys	Coed						
11"x8" Walnut Trophy								\$75.00 ea.	
Number of Name Personalization's	Use Spaces Below for each name personalization								
	Order Total								

A&M Products
Contact: Andy Austin
Address: 575 Elm Place, P.O. Box 266
 Princeton, IL 61356
Phone: (815) 875-2667
Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

IHSA State Final Miniature Replica Trophy Order Form

Remit Payment payable to A&M Products with this completed order Form.

Price includes UPS shipping the total order to one address.

Trophy Dimensions: 11" High x 8" wide. White Lasered Acrylic sport inset, Lasered IHSA Seal & Sport Plate



Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		
Name to Appear on Base Plate		

A&M Products

Contact: Andy Austin

Address: 575 Elm Place, P.O. Box 266

Princeton, IL 61356

Phone: (815) 875-2667

Fax: (815) 879-0400

Please make copies of the second page for additional personalization's.

Manager Information

**IHSA Manual for
Schools & Managers**





Host Manager Information

Thank you for your willingness to host an IHSA Girls Class 1A, 2A or 3A Soccer Tournament. Your cooperation and assistance during this state tournament series is appreciated. PLEASE DOWNLOAD AND READ THE TERMS & CONDITIONS.

FINANCIAL INFORMATION (Regional/Sectional/Super-Sectional Manager)

Per IHSA Board Policy 22, GoFan Digital Tickets will be the exclusive ticket option available for this sport at the Sectional, Super-Sectional, and State Final rounds of the State Series. The IHSA Office must approve any exceptions.

Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional, Super-Sectional, and State Final tournament games: (Note: GoFan digital tickets are not required at the Regional games)

Regional Quarterfinals:		\$5.00 per game
Regional Semifinals and Finals:		\$5.00 per day
*(If GoFan is used: <u>Digital Ticket</u> =\$5.00 per day and <u>Cash</u> =\$6.00 per day		
Sectional Semifinals and Finals:	<u>GoFan Digital</u> - \$7.00 per day	<u>Cash</u> - \$8.00 per day
Super-Sectionals:	<u>GoFan Digital</u> - \$8.00 per day	<u>Cash</u> - \$9.00 per day
State Finals:	<u>GoFan Digital</u> - \$9.00 per session	<u>Cash</u> - \$10.00 per session
	<u>GoFan Digital</u> - \$12.00 per session	<u>Cash</u> - \$13.00 per session

Officials Fees:

- 1. Regional games:** Each official will be paid a fee of **\$65.00** per game worked.
- 2. Sectional games:** Each official will be paid a fee of **\$81.00** per game worked.
- 3. Super-Sectional games:** Each official will be paid a fee of **\$110.00** per game worked.

NOTE: The host school shall pay for all local expenses. **Officials will be paid by the IHSA through ArbiterPay.**

Class 1A, 2A and 3A Regional Quarterfinal Games: The Quarterfinal games of the Regional tournament are hosted by the higher seed of the two teams, and are financially independent. **The host school shall designate the game schedule and assign two or three officials in the IHSA Schools Center.** The host school will pay all local expenses, and if admission is charged, will receive **100%** of the gate receipts.

Class 1A, 2A & 3A Regional Semifinal and Final Games: The host school shall pay for all local expenses. Each host shall receive a flat fee of **\$450.00** for hosting the Semifinal and Final games of the Regional. The host shall receive 20% of the net income. In the event of a negative balance, the host shall be reimbursed for the entire deficit. If admission is not charged, the host school shall forfeit the guarantee.

Class 1A, 2A & 3A Sectional Semifinal and Final Games: The host school shall pay for all local expenses. Each host shall receive a flat fee of **\$475.00** for hosting the Semifinal and Final games of the Sectional. The host shall receive 20% of the net income. If admission is not charged, the host school shall forfeit the guarantee.

Class 1A, 2A and 3A Super-Sectional Games: The host school shall pay for all local expenses. Each host shall receive a guarantee of **\$250.00**. The host shall receive 20% of the net income. If admission is not charged, the host school shall forfeit the guarantee.

OFFICIALS ASSIGNMENTS:

- Two (2) or Three (3) officials **will be hired by the host manager** for each Regional Quarterfinal game.
- Three (3) officials will be appointed by the IHSA Office for Regional/Sectional Semifinal and Final games.
- Three (3) officials will be appointed by the IHSA Office for each Super-Sectional game.

SOCCKER BALLS: (Regional/Sectional/Super-Sectional Manager):

Soccer Balls for all levels of the State Tournament Series are being provided by the Wilson Sporting Goods; only Wilson balls may be used. The IHSA will provide three Wilson game balls for each Regional, Sectional, and Super-Sectional site and seven Wilson game balls for the State Final Tournament.

SCORE REPORTING REQUIREMENT: Refer to the **"ScoreZone Reporting Procedures"** page in this Girls Soccer Manual.

INQUIRIES: Please direct all inquiries concerning the IHSA Girls Soccer Tournament Series to Beth Sauser, Asst. Executive Director bsauser@ihsa.org, or LeAnna Mutchler, Asst. lmutchler@ihsa.org



GUIDELINES FOR IHSA SOCCER MANAGEMENT

Regional/Sectional/Super-Sectional Games

- 1. If the facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be a minimum of 10 feet in front of the fan benches. An administrator from the host school must supervise the area at all times.**
2. The host school will attempt to provide proper playing conditions as follows:
 - a. Field grass cut
 - b. Freshly painted markings
 - c. Litter removed
 - d. Recommended maintenance between games (rolling, watering)
3. The host school will provide an adult scorer and timer at the scorer's table at midfield. A means of communication (field phones, walkie-talkies,) should be available for use between the scorer's table and the announcer's location in the press box.
4. The host school shall provide staff to escort officials to and from the playing area to a secure area after the conclusion of the game.
- 5. The host school will provide 2-4 lower-level soccer players to be uniformed ball handlers.**
6. The IHSA will furnish three Wilson game balls, which will be approved by the game officials at the Regional, Sectional, and Super-Sectional sites designated by the IHSA office.
7. The host school will provide concession stands.
8. Host school will notify competing schools if an Athletic Trainer will be available.
9. The host school will provide parking facilities for team buses and communicate such provisions to participating teams prior to team arrivals. The host school will provide adequate fan parking facilities and, if needed, traffic control.
10. The host school will provide locker room facilities and indoor facilities for half-time use by both participating teams if they desire to use them.
11. The host school **may** provide programs with accurate team rosters to include the following information:
 - a. Player names
 - b. Player numbers
 - c. Players' year in school
 - d. Players' positions
 - e. Tournament schedule
 - f. Explanation of officials' signals
 - g. Sportsmanship statement
12. Players in Team Uniform: In each of the tournaments, teams shall have a maximum of than 25 players in uniform. A maximum of 30 persons from a school may be on the field and/or team bench.
 - a. All players shall wear regulation soccer uniforms. School approved uniforms must be worn during warm-ups and competition. Tournament management reserves the right to determine appropriateness of all warm-ups and uniforms.



b. The team listed on the top line of a single game-playing bracket shall wear dark jerseys and dark socks, and will be considered the **home** team. The team listed on the bottom line shall wear solid white jerseys and solid white socks and will be considered the **visiting** team.

13. The host school will provide a public address announcer who is familiar with the game of soccer, the officials' calls, and the correct pronunciation of players' names.

- a. Before the game, the announcer will introduce players one at a time, alternating between teams.
- b. Team introductions should conclude with a formal recognition of the United States flag and an appropriate patriotic song
- c. Pre-game announcements will also include the names of coaches, officials, and the win-loss record of the participating teams.
- d. Game PA Announcements are included in this manual.
- e. During the game, the announcer will announce substitutions and officials' calls as signaled.

Reminder to PA Announcer: Please do not make any announcements during the officials' pre-game meeting with the teams.

14. Participating schools may bring a band that should be invited to perform at half-time. Band members should be admitted free to the game.

If live music is not available, appropriate pre-game and half-time recorded music should be provided.

15. The host school will admit participating schools' cheerleaders and/or pompom squad members without charge if they are in uniform. Pompom squads may be invited to perform at half-time if bands do not perform.

The number of cheerleaders permitted to cheer for the State Finals shall be the same number that has cheered since the first game of the state series.

16. Award arrangements: The host school will provide arrangements for an awards presentation ceremony at the conclusion of the Regional, Sectional, or Super-Sectional championship game.

Game Schedules

Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)

5:30-Warm-up clock will start for 20-minute warm-up.

5:50-When the warm-up clock strikes 0:00 teams return to benches.

5:51-In order: Officials conduct Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

6:00-Game begins.

Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)

3:30-Warm-up clock will start for 20-minute warm-up.

3:50-When the warm-up clock strikes 0:00 teams return to benches.

3:51- In order: Officials conduct Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.

4:00-Game begins.

5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.



Tournament Manager Checklist

PRIOR TO CONTEST

FACILITIES

Seating

If facility allows, host schools will place team benches on the opposite side from the fans for all state series games. If this is not possible, the team benches should be 10 feet in front of the fan benches. An administrator from the host school must be supervising this area at all times. There should be enough seats to accommodate fans. The IHSA recommends that the lower rows be reserved for handicap or senior citizens

Entrances and Exits

All entrances and exits controlled

Traffic Patterns

Plan for teams going in and out of field area

Parking

Provide adequate parking for fans; all handicap and safety areas reserved; adequate lighting in patrolled parking lot

Equipment

Check fields, goals, nets, Wilson soccer balls, scoreboard, PA, American Flag

Awards

Have team awards and ceremony in place

SUPERVISORY STAFF

Workers

Hire enough people to cover the event; train and assign specific jobs
Sections of the stands and field are assigned to crowd control supervisors
Workers easily identifiable

Communication

Key people with walkie-talkies/mobile phones

Bench

Scorekeepers, scoreboard operators, timer, and announcer

Ball Holders

Designate 2-4 lower-level soccer players to be uniformed ball handlers

SPORTS INFORMATION

Press Area

Set up area for reporting, making copies and interviews

Photographer Area Set up area for local photographers

Team Rosters

Collect team rosters, pictures, or other pertinent information for program

PARTICIPANTS

Rivalries

Determine if there are any long-standing rivalries or past incidents between the teams

Visitor Security

Identify yourself to the supervisor of each visiting school

Support Activities

Find out which school bands will be attending

Pressure

Be cognizant of the level of importance of your game

Spectators

Note each competing schools' crowd reputation

OFFICIALS

Confirm time, date, and location with the Officials assigned to your games

Locker room/area assigned for officials

CONCESSIONS

Coordinate workers, what will be sold, and where garbage cans will be placed

SIGNAGE

Awareness

Use announcers, signs, messages in the program to print rules of the home field including no alcohol/tobacco and expectations of sportsmanship

Post Signs

Ticket Info (GoFan or ticket booth), Restrooms, Parking, Concession, fan seating

TRAINER

Determine time schedule and access to services



GAME DAY	POST GAME
-----------------	------------------

FIELD AND STANDS

- _____ Wilson Soccer Balls
- _____ Goals
- _____ **Team benches** – Set up on the opposite side from the fan seating if possible
- _____ Scorers' bench and Scorebooks
- _____ Scoreboard operator
- _____ PA materials
- _____ AED on site and readily available near the field
- _____ Bleachers and Handicap seating identified
- _____ Water for teams and officials
- _____ Set-up for ticket takers and sellers
- _____ **Officials**
 - _____ Determine if officials will be announced
 - _____ One person assigned to escort officials on/off field
 - _____ Identify the administrator in charge to the officials
- _____ **PA Announcers**
 - _____ All introductions, music, and commentary are to be presented in a team-neutral manner.

- _____ Present championship plaque (fans are not allowed on the field post game; please inform competing schools prior to and during the game)
- _____ Remind winning coaches to complete the State Qualifier Data form online in the School Center and upload photos for the State Final Program
- _____ Submit ScoreZone results online
- _____ Complete Financial Report online (located in the Hosting area of the Schools Center)
- _____ Game Officials will be paid by the IHSAA through ArbiterPay. Inform IHSAA if there were any unexpected changes in the Officials assigned to the games

GAME SCHEDULES

Single-Game Time Schedule: (For example, if the game begins at 6:00 pm)

- 5:30-Warm-up clock will start for 20-minute warm-up.
- 5:50-When the warm-up clock strikes 0:00 teams return to benches.
- 5:51-In order begin: Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.
- 6:00-Game begins.

Two-Game Time Schedule: (For example, if the first game begins at 4:00 pm)

- 3:30-Warm-up clock will start for 20-minute warm-up.
- 3:50-When the warm-up clock strikes 0:00 teams return to benches.
- 3:51- In order begin: Equipment Check, Sportsmanship Meeting, Coaches and Captains Meeting, Coin Toss, Team Introductions and National Anthem.
- 4:00-Game begins.
- 5:30-Warm-up clock begins for second game, and host will follow same schedule, omitting National Anthem.



Regional, Sectional, and Super-Sectional Girls Soccer PA Announcements

The following announcements are required to be made over your public address system each day/night of competition in the Girls Soccer state series tournament hosted by your school. Thank you!

ATTENTION: PA and Bench personnel shall remain unbiased and non-partial towards participating teams.

1. (Announce before the start of each game or each session)

Welcome to today's/tonight's IHSA Soccer tournament game. All spectators, players, coaches, and officials are expected to promote the ideals of good sportsmanship. Adults are reminded that their behavior is a reflection of their school community and has an impact on all fans in attendance. Let's all be active participants in creating a positive atmosphere and a memorable high school experience for all our players at today/tonight's contest.

2. (Announce before the start of each game & at half time)

To help insure the safest and most comfortable atmosphere the host event staff will diligently maintain established security procedures and activities. This will require complete cooperation by all competing teams, contest officials, and fans. Security will always have priority over convenience; therefore, if you are requested to cooperate with event personnel in any manner, please do so promptly. Your assistance will enable event staff to fulfill its responsibilities efficiently.

3. (Announce before the start of each game & at half time)

The possession, distribution, and consumption of alcoholic beverages and other illegal substances are prohibited at the site and on any affiliated property of the IHSA State Series Contest. State series hosts are required to make all state series contest sites and any affiliated property alcohol free zones on the date or dates of any IHSA event being held at the site. This includes parking lots, fan accommodation areas, and other school or event venue property. Event staff will enforce this policy rigorously.

4. (Announce before the start of each game)

Fans, please take note of the location of available AEDs at the venue. It can be a life-saving tool in the event of cardiac emergency. An AED is located _____ (insert location)

5. (Announce before the start of each game or each session)

You don't dream of simply playing soccer. You dream of dominating it. **Wilson** exists to push you so the distance between your dreams and reality becomes a little shorter. Wilson, the official soccer ball of Illinois High School Association. Learn more at Wilson.com

6. (Announce During the 1st half of each game)

Did you know that the IHSA annually honors 26 of the best and brightest students in the state with its All-State Academic Team. The event not only provides recognition through a celebratory banquet, but it is also a great accolade for students when applying for college scholarships and jobs. Contact the IHSA for more information on how to nominate a current high school senior.

7. (Announce once each game)

Participation in interscholastic activities generates values that make student-athletes' better citizens. Challenge our young people not just to go to school, but to go beyond. . . with the IHSA. The Future Plays Here!

**8. (Announce once each game)**

For more than 100 years the I-H-S-A has provided the vehicle for recognition of students, their schools, and their communities through competition in I-H-S-A sports and activities. Students who participate in school programs are taught valuable life lessons that will help make them better citizens. Thank you for your attendance here today, and for helping encourage and support high school participation. The Future Plays Here!

9. (Announce once each game)

www.ihsa.org is the address for the IHSA. Check it out anytime you want to learn immediately what's happening with high school activities throughout Illinois. You can also follow the IHSA on Facebook & Twitter by clicking on the Facebook and Twitter links located on the IHSA homepage.

10. (Announce once each game)

The IHSA believes in inclusion and is proud to partner with Special Olympics Illinois to promote Unified Sports at all IHSA member schools. Contact the IHSA to find out how your school can become a Unified Champion School!

11. (Announce once each game)

The IHSA is proud to offer participation opportunities for ALL high school students in Illinois. In addition to offering a State Series in nearly 40 sports and activities, the IHSA also conducts state tournaments for athletes with disabilities in basketball, bowling, swimming, and track. Contact the IHSA to learn more about how you can participate.

12. (Announce once each day)

The N F H S Network is your home to watch high school sports live on the internet. If you can't make it to the big game, including IHSA State Championships, then stream it live on your phone, tablet, or TV via the Apple TV app. The N F H S Network...High School Happens Here.

13. (Announce once each day)

The Illinois High School Association is not just about sports. The IHSA is proud to be one of the few state high school associations in the country to also offer activities, including Bass Fishing, Chess, Debate, Drama, Speech, Music, and Scholastic Bowl. The IHSA wants to create participation opportunities for ALL high school students, so contact them to learn more about how you can participate. The Future Plays Here!

14. (Announce once per game)

The IHSA would like to recognize the Illinois Athletic Trainers Association for their dedication and commitment to IHSA sports. Athletic Trainers are Certified and Licensed Healthcare professionals who provide the utmost compassion and care for Illinois High School athletes. There are over 1600 Certified Athletic Trainers throughout Illinois, and they are devoted in keeping student athletes safe from injuries. For more information about Athletic Training, please visit Illinoisathletictrainers.org. Certified Athletic Trainers are HealthCare!

15. (Announce once per game)

Attention fans, it's time for you to make the call! This isn't an in-game promotion; it's an opportunity for you to get involved as an IHSA official. Contact the IHSA today to complete steps for becoming an official, and you can give back to the sports you love while earning extra income.

16. (Announce at the end of each game)

The IHSA and the Illinois State Police wish to remind you that texting while driving is illegal. Cell phone use while driving is responsible for over 3,000 deaths and over 30,000 injuries across United States each year. Distractions cause infractions!



Girls Soccer State Series Ticket Availability

GOFAN is the official digital ticketing partner of the IHSA, and the IHSA is exclusively using GoFan digital tickets at the Sectional, Super-Sectional, and State Final levels of the State Series.

Presale Ticket Purchase

A digital ticket is a ticket that is purchased and redeemed directly on a smartphone. Digital tickets can be purchased and downloaded using from the GoFan app on an iPhone, or the GoFan website (gofan.co) on an Android device or PC.

Ticket Prices

Specific statewide prices have been adopted for all Girls Class 1A, 2A and 3A tournaments.

Admission Prices:

The Board of Directors has established the following ticket prices for all Regional, Sectional and State Final tournament games: **(Note: GoFan digital tickets are not required at the Regional games)**

Regional Quarterfinals:

\$5.00 per game

Regional Semifinals and Finals:

\$5.00 per day

*(If GoFan is used: Digital Ticket=\$5.00 per day and Cash=\$6.00 per day

Sectional Semifinals and Finals:

GoFan Digital- \$7.00 per day

Cash- \$8.00 per day

Super-Sectionals:

GoFan Digital- \$8.00 per day

Cash- \$9.00 per day

State Finals:

Sessions 1-4

GoFan Digital- \$9.00/session

Cash- \$10/session

Session 5

GoFan Digital- \$12.00

Cash- \$13.00

Tickets for Regional Tournaments

Cash tickets may be utilized at the Regional level.

If a host wants to use digital ticketing in rounds where it is not required, they must use **GoFan**.

To setup GoFan digital ticketing in rounds where it is not required:

- A) If you are already a GoFan school, contact mtroha@ihsa.org
- B) If you are not a GoFan school, click here: **GoFan Set Up**

Tickets for Sectional, Super-Sectional, and State Final Tournaments

Per IHSA Board Policy 22, **GoFan Digital Tickets** will be the exclusive ticket option available for Girls Soccer at the Sectional, Super-Sectional, and State Final levels of the State Series. Any exceptions must be approved by the IHSA Office.

Posting State Series Tickets for Sale

The IHSA and GoFan will post the tickets for each game of the State Series.

If you are a GoFan school, the IHSA will still post the game to maintain financial report continuity within the tournament, but the contest will display in your HQ page.



Restricted Tickets

* "Restricted tickets" means that due to a potential sellout, or fan restrictions on attendance at a State Series event, rather than list all tickets for sale, the ticket allotment will be to split 40% for each competing team and 20% for sale to the public (or 45-45-10 or 50-50; split will be host decision). The IHSA will provide a private link to the Athletic Director at each competing school with their ticket allotment, so they can share it with their athletes' families, students, and fans, to allow the first opportunity to purchase tickets. There will be a pre-determined date/time at which any unsold tickets from the school allotments will be released for sale to the public.

* Restricted tickets will occur in team sports for IHSA State Series contests if determined to be prudent by the host school, if requested within 72 hours before the event by a competing school, or upon request by the IHSA office.

* Communication by hosts with potential teams competing is imperative in a postseason event they are hosting. It is encouraged for hosts to look ahead/communicate with the potential teams who could be playing in their State Series events, and couple their historic fan attendance with your venue capacity. If concerns arise based on that, contact mtroha@ihsa.org to move to restricted ticketing for that event.

Education & FAQ

GoFan has a series of videos that are helpful for both alerting fan bases about the buying process and for gate workers to learn more about the ticket redemption process.

How To Buy Tickets Video: <https://www.youtube.com/watch?v=FeOCm05i7Xo>

Accessing & Sharing Tickets Video: <https://www.youtube.com/watch?v=oUJvrmL4q6E>

Ticket Redemption Video: <https://www.youtube.com/watch?v=sSDVa9dfhww>

For more information and answers to FAQs, please watch this [webinar](#) provided by GoFan & IHSA Staff:

[Click here for GoFan webinar](#)



State Series Awards Delivery Information For Tournament Managers

1. Tournament Plaques/Trophies/Medallions will be shipped to the school sites directly from A & M Products via United Parcel Service. Please inform whoever receives your UPS deliveries to expect awards to arrive up to two weeks prior to the tournament and ask them to deliver the awards to you upon receipt. This is key in case we need to replace any damaged awards prior to your tournament.

STATE SERIES AWARDS WILL BE MARKED WITH A LIME GREEN LABEL SAYING "OPEN IMMEDIATELY"



UPON ARRIVAL - Please OPEN and INSPECT the awards upon arrival. Contact Andy Austin **IMMEDIATELY** (aaustinaandmproducts.com) for awards damage. Most awards can be replaced prior to the level of competition, if inspected upon arrival. A&M will submit a "damages claim" against the shipping company and cannot do so if the school waits months to make a claim after the tournament for a replacement. Any claims due to damages after the tournament will result in the school being billed for the replacement.

2. Be advised that **IHSA Tournament**, medals and plaques may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medals **CAN** be in plaque boxes. **NOTE:** There are no medals given at Regional and/or Sectional Levels in the team sports of baseball, basketball, competitive cheerleading, football, soccer, softball and volleyball, and in the activities of Drama/Group Interpretation and scholastic bowl.

Our awards supplier, A and M Products of Princeton, IL, often ships Regional and/or Sectional medals in the box with the plaque. **PLEASE CHECK THE PLAQUE BOXES CAREFULLY AND DO NOT DISCARD THEM UNTIL YOU HAVE DETERMINED THE MEDALS ARE NOT THERE!!**

3. It is very likely that some awards (particularly trophies) will arrive in two or more boxes. **They may not arrive on the same day but should be opened as they arrive.**

4. Please check all trophies, plaques, etc.,

- (1) Good condition and not damaged in any way.
- (2) Awards are engraved with the proper sport, tournament level, year, etc.
- (3) No missing medals/places

State Final Tournaments, medallions and trophies may be shipped separately and may not arrive at your tournament site on the same day. Please open boxes immediately to check contents, as medallions **can** be in trophy boxes.

Kraig Garber
Asst. Executive Director

Contact **IMMEDIATELY** for damaged or errors on awards
Andy Austin (aaustinaandmproducts.com)
(309) 875-2667

Awards Order Form for Regional/Sectional Tournament Ties



TOURNAMENT MANAGERS: This form must be completed to order the ties awarded earned during your Regional/Sectional Tournament.

Please complete and fax this document at the conclusion of your tournament so medalists don't have to wait long for their award(s).

Please return UNUSED TOURNAMENT medals to A & M Products, 575 Elm Place, Princeton, IL 61356.

Tournament Location: _____ Competition Level: _____ Reg _____ Sect _____
Sport/Activity: _____ Gender (check one) Girls Boys Co-ed

Tournament Manager's Name: _____

Tournament Manager's Phone Number: _____

Tournament Manager's Email Address: _____

Classification (check one): 1A 2A 3A 4A 5A 6A 7A 8A Unclassified

A&M Products will mail orders for "Ties" directly to the School(s) indicated below.

TEAM PLAQUE

Place: _____ Recipient Town: _____

School (Must supply both): _____

Individual Event Medal Tie Requests

(*Pole Vault, Discus, Diving, 100 yd. Butterfly, Singles, Doubles, 102 lb.; Speech: IE, etc.)

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

◆ Recipient Town & School: _____
Name of Recipient: _____ Place: _____
Event Name* _____

Fax (815) 879-0400 or email (OfficeAssistant@aandmproducts.com) this completed form

General Information

**IHSA Manual for
Schools & Managers**



Emergency Action Plan (EAP)

In accordance with By-law 2.150, a school shall have on file for each student that participates (including practice) in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant or nurse practitioner as set forth in the Illinois State Statutes not more than 395 days preceding any date of participation in any such practice, contest or activity. As this By-law addresses pre-participation certification only, there is not a guideline or By-law in place to address release to interscholastic activity following an injury, with the exception of head injury/concussion. With the understanding that schools throughout the state have different needs and services available to them, this document was produced to provide guidelines on an athlete's return to activity following an injury.

Each school should have a written Emergency Action Plan (EAP) in place to address medical emergencies among athletes, staff, officials, and spectators, regardless of severity, occurring during a practice or competition. The plan should also address severe weather, fire, electrical failure, bomb threat, criminal behavior, or other possible emergencies. This plan should be developed to address the unique needs of the individual sport and venue.

EAP's should consist of the following components:

- Personnel
- Communication
- Equipment
- Emergency Medical Care
- Player Medical Information
- Game-day Responsibilities (includes appropriate sideline preparedness)
- Catastrophic Incident Plan

While each school's sports medicine/medical service needs and availability are different, guidelines should also be developed to assist the coaching staff on what injuries should be allowed to return to competition without a medical release. It is not practical to identify every situation or injury; however the following guidelines should assist the school/coaching staff on determining if the athlete should be allowed to return to activity without a release.

1. No swelling or deformity.
2. No headache, nausea, blurred vision, tingling, numbness or sensory changes.
3. Symmetrical (equal to the other side) joint range on motion and strength.
4. Ability to bear weight, without a limp, if injury occurs to the lower body.
5. Ability to complete full functional sporting activities without compensation.

Please remember that the majority of high school athletes are a minor. If there is a question as to their injury and ability to participate, the parents/guardian should be consulted.

Athletes that are unable to meet the above criteria should be encouraged to seek medical treatment prior to return to inter-scholastic activity. Those athletes that seek medical treatment should be required to provide a written medical release indicating their ability to participate. Without obtaining this release, the school may assume legal liability if the athlete is allowed to participate in activities not permitted by their medical provider.

A proper plan establishes accountability, should be comprehensive, yet flexible, practical, and easily understood. The written EAP must be revised, approved, distributed, and should be rehearsed regularly prior to every athletic season. The athletic department, administration, and sports medicine team share the responsibility to establish, practice, and execute the EAP.

A sample venue-specific is included as a part of this document, which was developed from portions of the third and fourth editions of National Federation of State High School Associations Sports Medicine Handbook. Persons interested in purchasing this handbook can do so at the following location: <http://www.nfhs.org/resources/publications/>



Venue-Specific Action Plan

Illinois High School Association
2715 McGraw Dr., Bloomington, IL 61704
Phone: 309-663-6377
Fax: 309-663-7479

Venue

Sport:

Location:

Emergency Personnel

Present:

On-Call:

Emergency Equipment Location On-Site

Nearest AED:

First Aid Kit:

Items for proper care of blood-borne pathogens:

Ice or chemical ice packs, water and towels:

Player Medical Information:

Other equipment as deemed necessary by local circumstances and qualifications of available personnel:

Communication

Access to 911:

Access to on-call emergency medical personnel:

Role of First on the Scene:

1. Control scene (gain access to athlete)
2. Initial assessment (to determine breathing, consciousness, pulse status)
3. Detailed assessment (to determine extent of injury/illness)
4. Send designated coach to summon help if needed:
 - a. EMS: Call 911
 - b. Athletic Trainer: Call Athletic Training Room or Cell:
5. Initiate immediate care to the sick or injured athlete

EMS Access:

If EMS is called provide directions/access to scene

Directions to site/location:

Open access gates
Designate individual to meet EMS at entrance

IHSA Severe Weather Safety Guidelines

To be used during any IHSA state series contest

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore, the greatest concern for injuries in an outdoor contest appears to be during that time, though it can happen any time of year.

It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play. Local managers are encouraged to share their plan with competing schools and assigned contest officials prior to the start of the tournament/event.

If competing schools have portable devices they will be bringing to a contest/event and/or have specific policy or directions from their administration that they must follow, the school must communicate those to the tournament manager. Tournament managers must know the policies of each school assigned to their tournament or event prior to its start.

PROACTIVE PLANNING

- 1) Assign staff to monitor local weather conditions before and during practices and contests
- 2) Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safer area:
 - a. A designated safer place is a substantial building with plumbing and wiring where people live or work, such as a school, gymnasium or library. An alternate safer place from the threat of lightning is a fully enclosed (not convertible or soft top) metal car or school bus.
- 3) Develop criteria for suspension and resumption of play:
 - a. When thunder is heard, or lightning is seen*, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - b. 30 minutes rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
 - c. Any subsequent thunder or lightning* after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
*- At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
- 4) Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
- 5) Inform student-athletes and their parents of the lightning policy at start of the season.

EVACUATION PLAN

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event a thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that – athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available, find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head. Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under trees. Avoid bathrooms if another building is available, and do not use a land-line telephone. A cellular phone or portable phone is a safe alternative if in a secure shelter or vehicle.

Resuming Activity: The NSSL (National Severe Storms Laboratory) recommends that everyone should wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

Wet Bulb Globe Temperature [®]

These requirements represent minimum standards that IHSA member schools must follow for all athletic activities and competitions, both outdoors and indoor facilities that are not airconditioned. Schools with more restrictive guidelines are not expected to modify any pre-existing guidelines in order to meet this policy. These guidelines will also be used by managers or their designees at all IHSA state series events when the Wet Bulb Globe Temperature (WBGT) is above 80 degrees Fahrenheit. Decisions to suspend and resume activity will be in accordance with these guidelines.

Pre-Practice Preparation:

1. Thirty minutes prior to the start of an activity, and minimally every 30 minutes after the start of the activity, temperature and humidity readings will be taken at the site of the activity. Using a Wet Bulb Globe Thermometer is required.
- a. Record the readings in writing and maintain the information in files of the tournament manager and/or host school administration. Tournament managers may designate someone other than themselves to take these readings.
2. Provide cooling stations such as shade, ice towels, misting fans, etc. for before, during, and after activity.
3. Provide ample amounts of water. This means water should always be available and athletes should be able to take in as much water as they desire.

Use the Table 1 (see below) with an on-site WBGT reading for appropriate exercise modifications during exercising in the heat:

Cat 2	Activity Guidelines
< 79.9	Normal Activities – Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.
80.0 - 84.5	Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 5 min each. Cold Water Immersion must be available. (see below)
84.6- 87.5	Maximum practice time is 2 h. Contests may conclude if the temperature moves to orange mid-game with the required breaks provided. No new contests may be started if the temperature is in this range. <u>For Football:</u> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout each hour of practice. Cold Water Immersion must be available. (see below)
87.6 - 89.9	Maximum practice time is 1 h. <u>For Football:</u> No protective equipment may be worn during practice, and there may be no conditioning activities. <u>For All Sports:</u> There must be 20 min of rest breaks distributed throughout the hour of practice. Cold Water Immersion must be available. (see below) Consider postponing games or practices until a cooler time of day.
> 89.9	No outdoor workouts. Delay practice until a cooler WBGT is reached. Table 1 (all temperature readings as measured by WBGT devise)

Treatment of Exertional Heat Stroke and Cold-Water Immersion:

In the event of potential Exertional Heat Stroke (EHS), each school participating in interscholastic sports shall be properly prepared and equipped to activate EMS and initiate rapid whole-body cooling using an evidence-based cooling modality. The current best practice for the treatment of exertional heat stroke is rapid whole-body cooling via Cold Water Immersion (CWI) on-site followed by transport to advanced medical care (Cool first transport second). If whole-body CWI is not readily available, alternate evidence-based whole-body cooling techniques can be utilized (e.g. TACO method). The best practices shall be carried out by a licensed athletic trainer, designated healthcare provider, or EMS provider. In the event that these medical providers are not available and heat illness is suspected, cooling should be initiated until advanced medical personnel arrives.

The cooling modality shall be ready for immediate use when WBGT is at or above 80F. At WBGT temperatures below 80F the cooling modality should be readily available.

Cooling Methods Due to Heat Related Illness

Exertional heat stroke (EHS) is relatively uncommon among exercise associated medical conditions but is a frequent cause of exercise related death. The majority of evidence shows that early institution of body cooling is the most effective method of decreasing mortality in EHS. The following contains recommendations regarding the methods of body cooling, including tubs, ice bags, iced towels (towels with water that have been frozen) water, fans, and shade. The recommendations are classified as essential (foundational to the implementation of treatment, should have resources and personnel directed towards implementation), and desirable (important in maximal implementation, should have resources and personnel directed towards implementation as budget and resources allow). The recommendations are only guidelines, are not intended as a standard of care, and should not be considered as such. These guidelines should only be considered in the care of athletes who can be expected to be at risk of EHS due to the sport or the environmental situation of the activity. Sports especially at risk include football with and without equipment, soccer, and long distance track. Other sports and activities, such as cycling, golf, baseball, tennis, track and field, and band, may also be at risk due to long duration exposure to extreme environmental conditions.

It is essential that member schools and school administrators/officials:

- Establish a written plan coordinated with local EMS for emergency treatment of EHS that includes transport to a hospital and conduct drills in the implementation of the plan as practicable.
- Know how to assess environmental conditions and determine when extreme conditions exist.
- Identify a specific spot at the athletic facility that has shade.
- Have immediate access to ice and bags to contain ice.
- Have access to water, and provide water breaks as outlined in the IHSA Managing Heat and Humidity Policy.
- Know the most effective sites for application of ice to the body.
- Obtain and use, when environmental conditions are determined to be extreme, a tub or pool, filled with water and ice before activity begins, to be used in body immersion for maximal cooling, and have personnel trained in this technique.

It is desirable that member schools and school administrators/officials:

- Have a certified athletic trainer (ATC) on staff, as budget and resources allow, to develop and implement these guidelines.
- Have immediate access to water.
- Provide shade breaks.
- Provide fans when environmental conditions are determined to be extreme.
- Have close access to an air conditioned room.
- Have access to and use iced towels that can be rotated to appropriate areas of the body, including the axilla, groin, and back of the neck.

Resources

1. *Procedure for Avoiding Heat Injury/Illness through Analysis of Heat Index and Restructuring of Activities and Recommendations for Cooling Methods Due to Heat Related Illness.* Kentucky Medical Association/Kentucky High School Athletic Association. 2010.
2. Binkley HM et al. NATA Position statement: *Exertional heat illness.* J Ath Training 2002; 37: 329-343.
3. Casa DJ et al. *Survival strategy: Acute treatment of exertional heat stroke.* J Strength Conditioning Res 2006; 20: 462.
4. Armstrong LE et al. *ACSM position stand: Exertional heat illness during training and competition.* Med Sci Sports Exerc 2007; 41: 556-572.
5. *Model Policy for Managing Heat & Humidity.* Michigan High School Athletic Association. 2013.

IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The above language, which first appeared in all National Federation sports rule books for the 2010-11 school term, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion, but not a revision in primary responsibilities in these areas. Previous rules required officials to remove any athlete from play who was “unconscious or apparently unconscious.” This revised language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. However, the revised language does not create a duty that officials are expected to perform a medical diagnosis. The change in rule simply calls for officials to be cognizant of athletes who display signs, symptoms, or behaviors of a concussion from the lists below and remove them from play.

NOTE: The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

Definition of a Concussion

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be “knocked out”) to have suffered a concussion.

Behavior or signs observed indicative of a possible concussion

- Loss of consciousness
- Appears dazed or stunned
- Appears confused
- Forgets plays
- Unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events prior to or after the injury

Symptoms reported by a player indicative of a possible concussion

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

This protocol is intended to provide the mechanics to follow during the course of contests/matches/events when an athlete sustains an apparent concussion. For the purposes of this policy, appropriate health care professionals are defined as: physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers.

1. During the pre-game conference of coaches and officials, the official shall remind the head coaches that a school-approved appropriate health care professional (who meets the description above) will need to clear for return to play any athlete removed from a contest for an apparent head injury.
2. The officials will have no role in determining concussion other than the obvious situation where a player is unconscious or apparently unconscious as is provided for under the previous rule. Officials will merely point out to a coach that a player is apparently injured and advise the coach that the player should be examined by the school-approved health care provider.
3. If it is confirmed by the school’s approved health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may re-enter competition pursuant to the contest rules.
4. Otherwise, if an athlete cannot be cleared to return to play by a school-approved health care professional as defined in this protocol, that athlete may not be returned to competition that day and is then subject to his or her school’s Return to Play (RTP) protocols before the student-athlete can return to practice or competition.
5. Following the contest, a Special Report shall be filed by the contest official(s) with the IHSA Office through the Officials Center.
6. In cases where an assigned IHSA state finals event medical professional is present, his/her decision to not allow an athlete to return to competition may not be over-ruled.

Additional information regarding concussion has been made available to IHSA member schools and licensed officials and can be accessed on the IHSA Sports Medicine website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

Sports Medicine



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Concussion Information

Return to Play (RTP) and Return to Learn (RTL)

Background: With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers, advanced practice nurses (APN), physician’s assistants (PA) and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

In 2015, the Illinois General Assembly passed the Youth Sports Concussion Safety Act, and this legislation, among other items, required schools to develop Concussion Oversight Teams and create Return to Play (RTP) and Return to Learn (RTL) protocols that student-athletes must meet prior to their full return to athletic or classroom activity

Mandatory Concussion Education

Required concussion education for all athletic coaches and marching band directors is another component of the Youth Sports Concussion Safety Act passed by the Illinois General Assembly in the fall of 2015.

The IHSA program includes two video presentations and other supplementary materials that ALL high school athletic coaches, marching band directors, and Concussion Oversight Team members need to review prior to taking a required exam over the curriculum. Individuals will be required to demonstrate proficiency on the exam by scoring at least 80% in order to serve as an athletic coach or marching band director at an IHSA member school.

The program offers training in the subject matter of concussions, including evaluation, prevention, symptoms, risks, and long-term effects. Coaches will be able to access the program after logging into the IHSA Schools Center and clicking on the “CON” tab, which will be located under the ‘Departments’ heading on the Schools Center homepage.

For more information on the Youth Sports Concussion Safety Act, including specific requirements of the law and other concussion education providers besides IHSA, individuals can access Sports Medicine resources on the IHSA website at <http://www.ihsa.org/Resources/SportsMedicine.aspx>.

For those first adopters of this training, new curriculum from the IHSA/IESA is expected to be released in March of 2018 so those whose training will expire in 2018 will be able to remain in compliance with the law.



School's Responsibility: Sportsmanship



School's Responsibility to an Official Prior To The Season

1. Send a reminder card or email to the officials after you have them scheduled.
2. Reminder should include date of contest, time, level, location and sport.
Even though many schools and conferences have assignment chairpersons, sending a reminder is highly recommended. When an official does not show, people in your community won't know who the assignment chairperson is, but they do know the athletic director. Avoid embarrassment.
3. Have a standard wage scale set for your different sports and levels and a method in place to raise the pay periodically.
4. If possible, let the working officials know who their partner(s) will be.
5. Hire police and security along with medical assistant or athletic trainer coverage for events whenever possible.
6. Set a policy with your school board on fan, coach and player behavior.
7. Make sure all officials have a contract that is signed by your school—preferably by the principal or IHSA Official Representative.

School's Responsibility to an Official Prior To The Contest

1. Prior to the contest, provide the officials with directions and inform them of any special activities that might be occurring (i.e., Homecoming, Senior Night, etc.)
2. Give the official a number they can call in case of an emergency or postponement due to weather.
3. Have competent workers assigned at all contests (scorers, announcers, chain crew, etc.). These people are of great assistance to the official during the contest.
4. Have a host assigned to meet the officials as they arrive. The host should do the following for the officials:
 - a. Provide a reserved parking space.
 - b. Meet officials and take them to the dressing room.
 - c. Have refreshments available for halftime and postgame.
 - d. Ask for any additional needs.
 - e. Introduce the officials to those game workers pertinent to the contest (i.e., scorer, announcer, chain gang, etc.).
 - f. Get the proper pronunciation of officials' names so they are correct when given by the public address announcer.
5. Athletic director should discuss with the officials any special events, conference rules, national anthem time, etc. that would affect the game.
6. Provide the officials with the name of the adult supervisor for that contest and where that person can be found in the event a challenging situation should occur.
7. Make officials aware of location of an athletic trainer or other first responders during the contest. Have a doctor on site when possible (especially at football contests).
8. Make sure all bench personnel are properly attired.
9. Do a check on game scoreboards and lighting systems prior to the game or contest.
10. Make sure the playing area is properly marked and meets National Federation guidelines for that contest.
11. Provide appropriate secured dressing area and hot water showering facilities.

School's Responsibility to an Official During The Contest

1. Insist coaches display good sportsmanship and are proper examples for your players and crowd.
2. Have your public address announcer or cheerleader read the IHSA sportsmanship statement and remain unbiased during contest.
3. Make sure the event supervisor understands the duties and responsibilities pertinent to that contest.
4. Make sure the playing area is maintained during halftime of each contest. For wrestling, make sure the mat is properly cleaned and washed.
5. Help with adverse weather conditions; monitor accordingly.
6. Make sure proper crowd control is visible and in place. Good administrative control can prevent difficult situations.
7. Observe the crowd during the contest and prevent any disturbances that may occur.
8. Work with the official during the game regarding crowd control.
9. Retrieve the game ball at the end of the contest.
10. Escort the officials back to the dressing room at halftime and at the conclusion of the contest.

School's Responsibility to an Official After The Contest

1. Escort the officials safely back to the dressing room and parking lot.
2. Do not allow unauthorized persons in the dressing room after the game. This includes coaches.
3. Have refreshments available for the officials after the contest.
4. Be sure to thank the officials for their time and effort, regardless of the outcome of the game.
5. Make sure arrangements for paying the officials have been completed. It is preferable to pay the official the day of contest.
6. Ensure that officials are not confronted by anyone after the contest.



Do What's Right Sportsmanship

DWR Expectations

- Represent your school and community favorably through positive interaction with opposing fans and players before, during, and after the competition.
- Use positive yells, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity and judgment of officials.
- Exhibit positive behavior in both personal interaction and social media comments.

Acceptable Behavior...

- During the National Anthem, students, participants and fans should remove any hats, face the flag, not talk, place the right hand on the heart, and remain still until the end of the anthem.
- Applause during introduction of players, coaches and officials.
- Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- Accept all decisions of the game officials.
- Spirit Participants lead fans in positive support.
- Handshakes between participants and coaches at the end of contests, regardless of the outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display sportsmanlike conduct.

Unacceptable Behavior...

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming the loss of the game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Doing own yells instead of following the lead of spirit participants.



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

STUDENT MEDIA CREDENTIALS FOR PARTICIPATING SCHOOLS

Congratulations on qualifying for an IHSAA state final in a team sport. In order to provide the best possible coverage of this event for your school newspaper, yearbook and AV club, etc. you are entitled to have up to three students receive credentials to cover this event as official media members. In the event that you have less than three students, an adult sponsor may be included on this list. To apply for student media credentials, please have your Athletic Director or an individual involved with the aforementioned programs email Matt Troha (mtroha@ihsa.org) at the IHSAA with the following information:

- 1) The names of individuals attending
- 2) Whether they are students or adults
- 3) If the attending individuals will serve as reporters, photographers, videographers, etc.

Student media who are registering for credentials are expected to maintain a level of professionalism while covering this event. That includes no cheering while in the press box or game coverage area.

Proper attire is also required. Wearing school shirts and colors is acceptable, but students wearing face paint, costumes, carrying props, etc. will be required to change before receiving credential clearance.

The individual applying for student media credentials will receive specific information on credential pick-up and media regulations at the event via email in the days leading up to the state final.

Please note that student media credentials are only available for state final events in team sports. Due to the sheer volume of schools who qualify in individual sports, our press facilities would be unable to accommodate student media from all participating schools in individual sports. Student media are also welcome to cover IHSAA state final activities. Credentials are not required for these events, but please have your students check-in with state final personnel upon arrival for media coverage regulations.

VIDEO TAPING STATE FINALS FOR COACH FILM BREAKDOWN

Each school will be eligible to receive a pass for an individual attending the state final event to shoot game film that is for the sole purpose of being used by the coaching staff for postgame breakdown. Passes for videographers shooting highlight videos, documentaries, etc. should be included in student media application reference above. Additional passes for videotaping purposes will need to come from the allotment of state final passes given to school/head coach at or prior to the state final event.

To apply for a credential to shoot video, please have your Athletic Director email Matt Troha (mtroha@ihsa.org) at the IHSAA with the name of the individual who will be taping and whether they are an adult or a student.

Please contact Matt Troha (309-6336-377) at the IHSAA or any questions related to this document.

Internet Video Broadcasting Information



Contact: Matt Troha • mtroha@ihsa.org • Phone: 309-663-6377 • Fax: 309-663-7479

IHSA Tournament Managers/Hosts,

The advent of greater broadcasting technology has brought about many new potential internet broadcasting partners who may contact you seeking to broadcast the postseason IHSA events you host.

The IHSA's official broadcast partner, the NFHS Network, has the first right to exclusively broadcast any postseason IHSA event. If your school streams on the NFHS Network, via either the School Broadcast Program or a fixed Pixellot camera system in your gym or stadium, then you are encouraged to exclusively stream any/all postseason games you host. Additionally, if an NFHS Network school competing in the postseason tournament you are hosting would like to broadcast on the NFHS Network, they should be given exclusivity to do so as well. The NFHS Network also partners with several third party media companies, who should be granted the same exclusivity to broadcast as a school.

If you as the postseason host are not an NFHS Network school, and no competing school contacts you about broadcasting on the NFHS Network, at that point, a third party can be granted the rights to broadcast the event on the internet. In this instance, a broadcast rights fee is due to the IHSA. The internet streaming fee schedule is listed below. Potential broadcasters should be directed to complete and submit the IHSA Broadcast Application form from the IHSA website (TV fee schedule also located in this application), which can be found here:

www.ihsa.org/documents/media/Video%20Ap.pdf

If at any time you ever have questions on the fees or any other matters related to broadcasting or media, please email/call Matt Troha at the IHSA office (mtroha@ihsa.org or 309-663-6377).

Internet Video Broadcast Rights Fee Schedule

BOYS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

GIRLS BASKETBALL

Per Regional Game-\$125
Per Sectional Game-\$150
Per Super-Sectional Game-\$225

FOOTBALL

Per 1st Round Playoff Game-\$250
Per 2nd Round Playoff Game-\$325
Per Quarterfinal Playoff Game-\$400
Per Semifinal Playoff Game-\$475

ALL OTHER SPORTS

Per Regional Game/Meet-\$75 Per
Sectional Game/Meet-\$100
Per Super-Sectional Game/Meet-\$150

VOLLEYBALL

Per Regional Game-\$100
Per Sectional Game-\$125
Per Super-Sectional Game-\$150

SWIMMING & DIVING

Per Sectional Meet-\$250

TRACK & FIELD

Per Sectional Meet-\$250

WRESTLING

Per Regional meet-\$200
Per Sectional meet-\$325



Unmanned Aerial Vehicle (Drone) Policy

For IHSA Tournaments

Effective February 18, 2015

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at IHSA tournament venues. Tournament management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, tournament management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

An exception to this policy may be made in specific cases for IHSA broadcast partners, provided the management of the tournament facility permits the presence of UAVs for broadcast purposes under the control of the IHSA.